
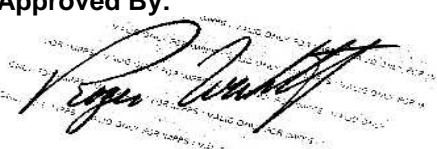



KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 14-125	PAGE NUMBER 1 of 2
		SUBJECT: PAROLE SERVICES: Management of Offender Money and Property	
Approved By:  Secretary of Corrections		Original Date Issued:	09-01-95
		Current Amendment Effective:	08-21-99
		Replaces Amendment Issued:	11-21-96
Reissued By:  Policy & Procedure Coordinator		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. Date Reissued:	
		09-19-11	

POLICY

Field Services staff shall not, except in unavoidable or emergency situations, take possession of or accept responsibility for money or property belonging to offenders under supervision. When such unavoidable or emergency situation requires temporary custody of such money or property staff shall initiate immediate actions to dispose of the property to the offender's family or friends. If the money or property is not so disposed within a reasonable amount of time, action shall be taken to donate the money or property items to a recognized charitable organization.

DEFINITIONS

Charitable organization: A public or private not-for-profit organization which has a history of assisting offenders under the supervision of the KDOC.

PROCEDURES

I. Inventory of Offender Money and/or Property

- A. If an offender leaves money or personal property in the possession of a parole officer, the following steps shall be followed:
 1. The parole officer shall complete, with the acknowledgment of another staff person as a witness, a written inventory (Offender Property Inventory, Attachment A, Form #14-125-001) form listing all money and/or property items left in the parole officer's possession.
 - a. The completed inventory form shall be placed in the offender's parole file and a copy placed with, or attached to the property.
 - b. When possible, the inventory list shall be completed in the presence of the offender and the offender shall be requested to sign the form acknowledging that all of the money and/or property is accounted for in the inventory.

II. Disposal of Offender Money or Property

- A. Parole staff shall attempt to dispose of the offender's property by contacting family or friends at the offender's last known address or at a telephone number provided by the offender.
- B. The staff member shall request that the offender's family member or friend accepting responsibility for the offender's money and/or property acknowledge the receipt of the items by signing the inventory form.
 - 1. If the offender's family member or friend refuses to sign the inventory form the staff member shall not release the offender's money or property to the individual.
- C. If the property cannot be released to relatives or friends of the offender within a thirty-day period, the property shall be delivered as a donation to a recognizable charitable organization.
 - 1. In making the donation of the offender's property to the charity, the staff member shall request that, if possible, the charity retain the property for a period of thirty days before it is dispersed according to the charity's procedures.
 - 2. The parole staff member shall request an acknowledgment of the receipt for the offender's money and/or property items through the signature of a staff member of the charitable organization on the inventory form.
 - a. The signed receipt shall be placed in the offender's parole file.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

None.

ATTACHMENTS

Attachment A, Offender Property Inventory, 1 page

**KANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF COMMUNITY AND FIELD SERVICES
OFFENDER PROPERTY INVENTORY**

NAME _____ NUMBER _____

Provide a complete count/listing and description of all property and the amount of any money left in the possession of the parole office/staff member by the offender identified above. Describe items in simple terms, i.e., do not indicate something as being gold/gold plated, silver, or diamonds etc., rather, use terms such as "yellow metal", "white metal" and "clear stones".

DESCRIPTION	DESCRIPTION
___ Wallet _____	___ Pants _____
___ Purse _____	___ Shirt _____
___ Keys _____	___ Belt _____
___ Knife _____	___ Suit/Jacket _____
___ Lighter _____	___ Watch _____
___ Dress _____	___ Checkbook _____
___ Blouse _____	___ Skirt _____
___ Necklace _____	___ Sweater _____
___ Bracelet _____	___ Coat _____
___ Earrings _____	___ Shoes _____
___ Rings _____	___ Hat/Cap _____
___ Misc. _____	___ Misc. _____
___ Misc. _____	___ Misc. _____
___ Misc. _____	___ Misc. _____
___ Misc. _____	___ Misc. _____
___ Money \$ _____	

Parole Officer/Staff Member's Signature

Date

Offender's Signature

Date

Recipient of Offender's Money/Property

Date

Name and Address of Recognized Charitable Organization, if appropriate.
#14-125-001